

Admission Coordinator Board Report

June 2012

- Continued to process applications and maintain 2012/13 data base of new students
- Worked with sending schools regarding students not returning to ECTS
- Reviewed application data for errors before moving information to the School Desx
- Contacted students on waiting lists for openings in programs
- Continued to work to place upper level students in AM sessions where needed
- Attended district meetings with students of concern
- Began to prepare for first days of school activities
- Prepared last marketing mailing of the year to students (new and current)
- Reviewed all mailing material with local company for bid